

PROPERTY CONTROLLER II
JOB ANALYSIS
BACKGROUND INFORMATION

Date of Study: February 4-6, 2002

Collective Bargaining Identification: R04

Job Analysis Conducted By: Marian Dilley, SSM I, Job Analysis Unit
Fred Freeman, SSA, Job Analysis Unit

Number of Incumbents: There are 2 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated December 31, 2002

Names of the Subject Matter Expert(s) and their background:

DAVID BAYONETA, PROPERTY CONTROLLER II, BUSINESS SERVICES

David currently works as a Property Controller II with CDC Business Services and has worked in this position for two years. David has been with CDC for a total of four years. He also worked as a Property Controller I and supervised a Property Controller I, over a four-year period, while working for the California State Police.

**WILLIE QUESADA, PROPERTY CONTROLLER II—CORRECTIONAL FACILITY,
NORTH KERN STATE PRISON**

Willie has worked as a Property Controller II, CF at North Kern State Prison for the past 5 years. Willie has been with CDC for a total of five years. In addition to his experience with CDC, he served as a Property Controller II with Camarillo State Hospital for five years.

PROPERTY CONTROLLER II INFORMATION GATHERING

The initial list of tasks and knowledges, skills and abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Job Specification—Property Controller II
- O-NET CENTER Website for Procurement Clerk
- State of Vermont Job Specifications—Surplus Property Programs Assistant and Storekeeper A

Other sources were viewed for information (e.g. Exam History File, Personnel Operation Class File); however, the information was not relevant to the job analysis and therefore not included.